

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: COURT CLERK I

BAND	GRADE	
NE	615	
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Court	Court Supervisor	Non-Exempt
CLASS SUMMARY: Incumbents are responsible for performing a wide variety of intermediate level administrative support activities in the Consolidated Court. Duties may include: Scheduling hearings; composing and typing correspondence; entering data into specialized systems; using specialized records systems; serving customers both in person and via telephone; preparing and maintaining records, files, and documents; issuing marriage licenses; posting legal notices; and providing departmental information to customers, both internal and external.		
DISTINGUISHING CHARACTERISTICS: The Court Clerk I is the first level of a four-level administrative support series. It is distinguished from the Court Clerk II in that the Clerk II is responsible for purchasing and advanced Court-related functions such as purging case files and working with special accounts. The Court Clerk I is further distinguished from the Court Clerk III in that the Clerk III acts as a lead and the Court Supervisor has full supervisory authority, to include discipline and performance evaluations.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FREQUENCY	
1.	Processes a variety of court-related applications, permits, documents and forms such as warrants, subpoenas, summons, restraining orders, citations, record inquiries, and tickets.	Daily	
2.	Accesses, performs data entry, and maintains specialized computerized databases to obtain, verify and update information such as warrants, subpoenas, and payments.	Daily	
3.	Answers multi-line phone system.	Daily	
4.	Provides information to customers in person and via telephone.	Daily	

New 11/07

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5.	Maintains filing systems by organizing, filing and pulling files. Copies records and reports as needed.	Daily	
6.	Accepts and receipts monies such as fines, fees, and bonds; maintains and balances cash drawer.	Daily	
7.	Answers routine questions regarding area of assignment; resolves routine problems.	Daily	
8.	Schedules civil traffic hearings, order of protection hearings, and maintains calendars.	Daily	
9.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Office practices;
- Basic filing systems;
- Business English;
- Basic accounting principles;
- Telephone etiquette.

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Skills (position requirements at entry):

Skill in:

- Maintaining file systems;
- Performing data entry;
- Typing routine correspondence and form letters;
- Reviewing own work for accuracy;
- Scheduling meetings and hearings;
- Inventorying and ordering supplies;
- Answering phones;
- Processing applications, forms, and other documents;
- Using office equipment such as phones, copiers, and fax machines;
- Using computers and related software applications;
- Communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diplomar or General Equivalency Diploma (G.E.D.) and one year of office experience, including computer experience and customer service; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- 16 hours Cojet training annually after hire

Physical Requirements:

Positions in this class typically require: stooping, kneeling, sitting, mobility, reaching, standing, fingering, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Human Resources (jls)

Date: 11/05/07

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